



SECTION

FINANCE

TITLE

TRAVEL REIMBURSEMENT

- FEDERAL PROGRAMS

The Riverside School District

ADOPTED

June 6, 2016

AUTHORITY	The Riverside School Board shall reimburse administrative, professional and support employees, and school officials, for approved travel costs incurred in the course of performing services related to official business as a federal grant recipient.
DEFINITION	For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.
RESPONSIBILITY	School officials and District employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses. The validity of payments for travel costs for all District employees and school officials shall be determined by the Superintendent and/or Business Manager.
GUIDELINES	Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the District's non-federally funded activities, and in accordance with the District's travel reimbursement policies and administrative regulations. Mileage reimbursements shall be at the rate approved by the Board for other District travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Board. The Employee must disclose in advance if there is an opportunity for a meal to be included in the registration, hotel, or other related program costs. Meals that are included cannot be substituted for and claimed as an expense. All travel costs must be presented with an itemized, verified statement prior to reimbursement. Receipts must be itemized and filed as proof in order to claim the expense. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that and must be approved in advance on the appropriate district form.